

TITLE VI COMPLAINT PROCEDURES

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, or national origin in programs receiving Federal financial assistance. The Environmental Justice Act prohibits discrimination based on income status

The Montana Department of Transportation (MDT) assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity offered or provided by MDT. If you feel you have been discriminated against on the basis of race, color, sex, national origin or income status, please review the following procedures, complete the attached form and return it to:

Montana Department of Transportation
Civil Rights Bureau, Title VI Program
2701 Prospect Ave
PO Box 201001
Helena, MT 59602-1001

PROCEDURE

1. Any person believing they have been subjected to discrimination prohibited by Title VI requirements may file a written complaint with the Montana Department of Transportation's Civil Rights Bureau. Federal law requires complaints be filed within 180 calendar days of the last alleged incident.
2. Within five working days of receipt, the Civil Rights Bureau Chief will notify the Human Resources Division Administrator and the MDT Director of the complaint.
3. Within 15 working days of complaint receipt, an investigation by the Civil Right Bureau will begin. The Division/District EEO Representative may participate in the investigation.
4. A written report will be prepared by the investigator. The report shall include a narrative description of the incident, identification of persons interviewed, a finding and recommendations for disposition.
5. The Civil Rights Bureau Chief will discuss the report and recommendations with the Human Resources Division Administrator. A copy of the report will be provided to the complainant and the respondent. Each will have five working days to respond to the report. If either party responds negatively or has additional information to provide, an informal meeting will be arranged by the Human Resources Division Administrator. If neither party responds, the report will be forwarded to the MDT Director.

6. The MDT Director shall make the final determination. The final determination will be forwarded to FHWA, the complainant and the respondent.
7. If the complaint cannot be resolved by MDT, the complainant shall be notified of all appeal rights pursuant to 49 CFR 21.

TITLE VI COMPLAINT FORM
Montana Department of Transportation
Civil Rights Bureau
2701 Prospect Avenue, Helena, MT 59620
(406) 444-6331
TTY (800)335-7592 or (406)444-7696

File #_____

BASIS FOR COMPLAINT	
Race	Gender (male__ female__)
Disability	Income Status
National Origin (refers parental country of origin)	

Describe nature of complaint (Please provide specific information identifying why you believe discrimination has occurred. If possible provide dates, times, witness names and address along with their telephone number). Use additional sheets of paper if necessary.
